



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

**PUSAT PENGURUSAN MAKMAL
UNIVERSITI (PPMU)**


Form Num.	UURL/F/94
Revision No.	1/2025
Effective Date	08/01/2025
Equipment	TQGCMS
Sample Serial No.	UURL/
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**ADVANCED MASS SPECTROMETRY LABORATORY
SAMPLE SUBMISSION FORM (INDUSTRY)**

General Rules and Requirements :

1.	All information provided should be true.
2.	Sample submission procedure.
a.	Complete the Sample Submission Form
b.	For sample submission via walk-in : Submit the completed Sample Submission Form and samples to UURL Sample Acceptance Counter
c.	For sample submission via mail : Submit the completed Sample Submission Form and the samples. Samples must be packaged in a suitable container for courier delivery. The parcel should be addressed to the person in charge of the instrument, as it will be received directly by them.
3.	Fast lane is offered with an additional 50% charge from the normal price.
4.	For sample criteria and conditions, refer to UURL Sample Submission Criteria in the PPMU website at ppmu.utm.my.
5.	PPMU has the right to cancel any analysis if the sample is suspected to have a high risk on the safety of the operator or can cause damage to the instrument during the analysis. The cost of damages will be borne by the customer. Posted samples will be received by laboratory personnel.
6.	Only samples that are ready to be analyzed are accepted by the lab.
7.	The remaining samples will be disposed of within a month after analysis is completed.
8.	Quotation will be provided upon request.
9.	Payment must be made within fourteen (14) working days after the invoice is issued.
10.	Analysis duration is within fourteen (14) working days after receiving the samples.
11.	The laboratory will provide test results after the payment proof is presented to the laboratory personnel.
12.	All inquiries regarding the TQGCMS should be forwarded to Assistant Science Officer, Ms. Nurhariani Jamhari (email: nurhariani@utm.my) or Mrs. Shamimi Ismail (email: shamimi.ismail@utm.my) or visit our website at ppmu.utm.my

***All pages must be submitted**

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ADVANCED MASS SPECTROMETRY LABORATORY SAMPLE SUBMISSION FORM (INDUSTRY)			

Application Details :

1. APPLICANT'S PERSONAL PARTICULARS				
Name of Applicant				
Hand Phone No.				
Email				
Department/Division				
Signature & Official Stamp	*A digital signature is not recommended. Any matters raised in the future are beyond our responsibilities			
	I have read and agreed to the General Rules and Requirements			
2. COMPANY DETAILS				
Name				
Registration No.				
Address				
Telephone No.				
Email				
3. PAYMENT				
Method of Payment		UTM PayHub		Invoice
Mode of Service		Normal		Fast Lane
4. SAMPLE & ANALYSIS INFORMATION <i>(please attach referred journal)</i>				
Name of Sample				
Sample ID				
Sample Properties <i>(please tick (/))</i>		Toxic		Carcinogenic
Mode of Analysis		Liquid		Headspace * <i>(fill in section 5)</i>
Types of Column		BP10		BPX35
		BP5MS		Solgel-Wax
Solvent Use				
GCMS Program	Injection Volume (µL)			
	Injection Mode (Split/Splitless)			
	Injector Temperature (°C)			
	Interface Temperature (°C)			
	Ion Source Temperature (°C)			
Temperature Program	No	Rate (°C/min)	Temperature (°C)	Hold Time (min)
	1.			
	2.			
	3.			
Targeted Compounds <i>(attach details if not enough space)</i>				



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SAMPLE SUBMISSION FORM (INDUSTRY)

5. HEADSPACE ANALYSIS *

Incubation Temperature (°C) <i>(30 °C to 200 °C only)</i>	
Incubation Time (m:ss) <i>(0.10 to 1440.00 only)</i>	

6. SPME ANALYSIS **

Extraction Mode <i>(tick (/) one only)</i>	<input type="checkbox"/>	Headspace	<input type="checkbox"/>	Direct Immerse
Type of Fiber <i>(tick (/) one only)</i>	<input type="checkbox"/>	30 µm Polydimethylsiloxane (PDMS)		
	<input type="checkbox"/>	65 µm Polydimethylsiloxane/Divinylbenzene (PDMS/DVB)		
	<input type="checkbox"/>	50/30µm DVB/Carboxen/PDMS		
	<input type="checkbox"/>	85µm Carboxen/PDMS		
	<input type="checkbox"/>	85µm Polyacrylate		
Pre Incubation Time (m:ss) <i>(0.10 to 100.00 only)</i>				
Incubation Temperature (°C) <i>(30 °C to 200 °C only)</i>				
Extraction Time (m:ss) <i>(0.10 to 100.00 only)</i>				
Desorbtion Time (m:ss) <i>(0.10 to 100.00 only)</i>				